



King County

SENIOR PROJECT ADMINISTRATOR

DEPT. OF NATURAL RESOURCES AND PARKS/WASTEWATER TREATMENT DIVISION

Annual Salary Range \$59,906 – \$84,440

Job Announcement: 04EA4166

OPEN: 5/17/04

CLOSE: 5/26/04

WHO MAY APPLY: This position is open all qualified candidates. Additional consideration will be given to career service King County employees.

WHERE TO APPLY: Obtain required King County forms by downloading from the Internet at <http://www.metrokc.gov/ohrm/psd/howto.html#application>.

Submit required forms and materials to:

1. **Mail to Wastewater Treatment Division - HR, 201 S. Jackson St., MS/KSC-NR-0511, Seattle, WA 98104** or

2. **Hand deliver at the 5th floor reception desk at the same address.**

PLEASE NOTE: Applications not received at the locations specified above may not be processed.

Application materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.)

Contact Laura Wharton at (206) 684-1238 for more information.

FORMS AND MATERIALS REQUIRED:

1) [KC Application Form and data sheet](#) 2) resume, 3) response to questionnaire attached below, 4) letter of qualification (detailing your background and describing how you meet or exceed the qualifications and requirements listed below) and 5) at least three references that include supervisor, peer and subordinate.

WORK LOCATION: King Street Center, 201 S. Jackson Street, Seattle, WA 98104.

WORK SCHEDULE: This full-time position is exempt from the FLSA. The regular workweek is 40 hours, Monday through Friday.

POSITION PURPOSE: Manage King County's regional Conveyance System Improvement Program, Phase 2, and the Infiltration and Inflow (I/I) Control Program. This position will be responsible for planning, organizing, administering and leading conveyance system improvement planning, and completion of the I/I Control Plan for future implementation. The position will direct monitoring and modeling efforts for the conveyance system, contribute to comprehensive plan updates, work extensively with the Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) to finalize regional standards and alternative approaches to I/I control, and coordinate planning/implementation efforts within WTD and with outside agencies.

PRIMARY JOB FUNCTIONS

1. Plan, develop, and prepare long-range capital improvement program requirements related to conveyance and I/I, including but not limited to: developing and directing the projects/program; developing cost estimates, scopes and schedules; identifying funding alternatives and sources.
2. Work with various KC departments, divisions, sections; 34 component agencies; the public; and local, state and regulatory agencies, to resolve problems, negotiate necessary contracts/MOAs etc, and address issues related to existing, and planned conveyance and I/I control facilities.
3. Oversee and supervise preparation, review and issuance of an I/I Control Plan, conveyance system improvement project documents and plans, and any technical memoranda associated with the program.

4. Act as the conveyance and I/I technical expert for the Division, Department and KC. Provide technical expertise as necessary in the development of projects and program related policies.
5. Initiate, administer and manage multiple consultant contracts. Review engineering, planning and financing proposals prepared by consultants and component agencies. Conduct and/or supervise all related contract negotiations, change orders and amendments.
6. Act as lead to assigned Water Quality Planners and staff in the Comprehensive Planning and Technical Resources Unit; perform supervisory functions for the team and other assigned staff. Assist in developing expertise of assigned staff.
7. Develop and negotiate interlocal agreements with 34 component agencies related to I/I assessment and control. Agreements include but aren't limited to construction agreements, I/I project design and construction standards, policies and procedures.
8. Oversee flow-monitoring methodologies and strategies, coordinate and oversee hydraulic modeling used to forecast sewer system response to proposed I/I control methods.
9. Develop draft conveyance and I/I policy proposals for consideration by the Wastewater Treatment Division Director, Department of Natural Resources Director and the King County Executive.

QUALIFICATIONS:

- A bachelor's degree in engineering, planning or closely related field or the equivalent combination of education and experience
- Four years of increasingly responsible experience in engineering, planning or closely related field including two years of project management experience is required. Administrative or managerial experience in a closely related field with demonstrated experience in solving complex management issues within a multi-discipline technical work environment may substitute for the experience on a year-for-year basis.
- Knowledge. Working knowledge of project management techniques and the application of these principles is required. Analytical and engineering (technical) abilities are required for engineering project assignments to make recommendations on the cost and effectiveness of projects. Involve the management oversight of technical projects involving a multi-disciplinary team. These analytical skills will be used to evaluate and resolve management issues. The ability to work on a number of projects simultaneously is essential in accomplishing projects within established timeframes and costs. The ability to work with a diverse group of individuals from within and outside the agency is essential in ensuring capital projects are completed.
- Interpersonal skills. Internal contacts are primarily with management and staff involved in the development and implementation of assigned capital projects. The purpose of these contacts is to provide and exchange information and to facilitate problem solving and to convince others to initiate action to complete projects in a timely and cost-effective manner. External senior contacts are with the general public, contractor, elected officials and representatives of other agencies. The purpose of these contacts is to provide information, present the agency's position on a project and to solicit input in the resolution of problems. These contacts are critical to accomplishment of project goals and objectives.
- Supervisory. Provides lead direction to assigned project staff.
- Responsible for administering and implementing all aspects of an assigned capital project (engineering or administrative). He/she is responsible for the development and implementation of projects and/or methodology to enhance the department's engineering including technical administrative support and automated information reporting capabilities.

NECESSARY SPECIAL REQUIREMENTS:

- Minimum of two years experience in a public agency, managing multiple, high profile, complex capital projects simultaneously
- Ability to use collaborative processes to successfully execute projects involving a diverse group of individuals from a matrixed organization
- Ability to mediate and/or negotiate contracts, interagency agreements, and regulatory requirements, within King County and with other agencies, the general public, and consultants

- Excellent written and verbal communication skills; including email, memos, letters, presentations, briefings, etc
- Two years experience with lead responsibilities; skills include coaching, setting performance measures, and providing feedback; assisting with personnel actions such as hiring, training, performance evaluations.
- Experience producing technical documents for a non-technical audience; skills include planning, writing, reviewing and editing for content and readability
- Advanced knowledge of software programs such as Windows, Excel, Outlook, and PowerPoint.

DESIRABLE SPECIAL REQUIREMENTS:

- Knowledge and experience with King County wastewater treatment facilities, conveyance system and outfalls.
- Knowledge and experience with inflow and infiltration reduction programs, and technologies associated with the rehabilitation of sewer mains and laterals
- Knowledge of regulatory requirements that govern wastewater treatment practices

UNION MEMBERSHIP: The Technical Employees' Association represents this position.

CLASS CODE: 402102

SENIOR PROJECT ADMINISTRATOR APPLICATION QUESTIONNAIRE

Please limit your responses to a maximum of two typewritten pages.

1. Give examples of the three most complex projects you've managed, working with local agencies and/or regulators, to achieve specific objectives. Include project names, agencies involved and project costs. Explain how you resolved conflicting priorities and goals.
2. Give a brief description that other managers or supervisors would use to describe your management style. Give a brief description that your staff and peers would use to describe your management style.
3. Give examples of work you have done drafting, shaping or implementing public policy. What was your role and who else was involved? What were the main objectives and what was the outcome?